



Time Management

Delegate Comments

Challenge

The Severn and Wessex Deanery is a long established client. We were approached to put together a day's workshop focussing on Time Management, to assist SpRs embrace the challenges of the ever-changing NHS workplace.

Solution

We put together a course which does exactly what you don't expect it to do! Working on the principle there is no such thing as 'Time Management' because there are a set 24 hours in a day. The first part of the session was a team-based exercise; each team is set a given series of objectives and a set time to achieve them (much like the workplace!) The teams failed nearly every task, not because they were difficult or because of insufficient time, but in the teams' eagerness to achieve everything, instructions are easily overlooked and the detail contained within the task not acknowledged – and this was a real eye opener for them. Recognising that delegation is an important part of the working day, we took delegates through different communication styles, so that delegation becomes more natural and those being delegated to don't feel they have been passed the 'monkey'. Our focus then switched to exploring over 30 tips for improving how they could plan their day better and put them back in control of their diary!

Results

This course has been so successful we have now trained over 200 delegates for this Deanery. The feedback is always the same – but often expressed differently: Delegates no longer feel isolated with the difficulties of the role and realise that *they* are in control of *their* diary. They go away feeling energised and confident that, through a better understanding of personality styles, they can use this to benefit them in delegation of tasks and in turn manage their time effectively.

Here are some of the comments from delegates who have attended this workshop:

"Gives insight into how I manage my time and how others see me"

"Significantly changed my time management planning"

"I gained insight into my own personality & working pattern"

"Fun, interactive"

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Numbers

Up To
28

Time

1 Day

Training Style

Fun Team
Tasks
Workshop
Style